

GS Mentoring Program

GS Workplace Committee

February 5th 2010

1 Goals

The program is intended for newly hired Postdocs and early-career scientists and will give them a mentor from their division but who is outside their direct chain of command.

- Help them integrate into lab culture (and to living in the Bay Area).
- Offer professional advice.
- Help locate resources at the lab.
- Offer career planing advice.
- Recommend conferences or schools that are worth attending.
- Advocate for mentee if needed.

2 Procedure

- Scientist volunteers to become a mentor.
- Program Coordinator (currently Ina Reichel, AFRD) keeps track of all mentors.
- HR alerts Program Coordinator of new hires.
- Program Coordinator sends out email to eligible mentors and asks for volunteers; if no volunteers, Program Coordinator assigns mentor in collaboration with Division Director.

- Program coordinator prepares letter to mentee (see draft version below) to be given to new employee on first day of work.
- Mentor and mentee are supposed to make contact within less than two weeks.
- Mentor and mentee are supposed to meet once at month for the first half year.
- Program Coordinator will check in with mentors and mentees regularly.
- Program Coordinator will keep a shared document that lists mentors and mentees and assignments; Division Directors will have read-access to this document.
- Tentative: mailing list for mentors to share experience/advice with other mentors.
- Tentative: Annual ice cream social for mentors.

Dear Firstname Lastname,
the Workplace Committee of the General Sciences Divisions (Accelerator and Fusion Research Division, Nuclear Science Division, Physics Division) would like to welcome you to Berkeley Lab. In early 2010 we have launched a mentoring program intended to help early career scientists to integrate into the lab and help them with career development. To learn more about the mentoring program, please visit its web pages at <http://whatsoever>.

Your assigned mentor is Jane Doe (JADoe@lbl.gov, x1234) who works on Nifty Experiment in the Super Cool Group of your Division. Please contact her within seven to ten days to set up a first meeting. We hope that you can meet with her once a month in the next half year. After that you can meet less frequently. How formal or informal those meetings are is up to you and your mentor to decide.

We hope that your mentor helps you understand the culture here at the lab and helps you become as successful as possible. Your mentor should be able to point you towards resources and give advice on career planning. If you are new to the area your mentor may also be a good resource to find out about living in the Bay Area.

If you have any questions or concerns about the mentoring program or would like to have a different person assigned as your mentor, please contact the Program coordinator Ina Reichel (IREichel@lbl.gov, x4341). Ina will also check in with you occasionally to find out if your mentor is meeting with you regularly and if you have any suggestions on improving the mentoring program.

Sincerely

Ina Reichel, for the GS Workplace Committee